

PENNSYLVANIA STORMREADY® MUNICIPAL APPLICATION and Instructions



PENNSYLVANIA STORMREADY MUNICIPAL APPLICATION and INSTRUCTIONS

OVERVIEW:

The StormReady Municipal recognition and certification program in Pennsylvania was developed in conjunction with the National Weather Service (NWS) and the Pennsylvania Emergency Management Agency (PEMA). The Municipal StormReady Program was developed for municipalities within the Commonwealth who desire to take a proactive approach to be prepared for weather emergencies and disasters. Municipal recognition and certification can be achieved regardless of whether the county in which the municipality exists is StormReady or not.

Local municipalities are encouraged to work closely with their local National Weather Service office when preparing a StormReady Application. Final recognition and certification of a municipality will be done after an inspection by a NWS official and PEMA representative. Therefore, the more complete the application, the smoother the certification process should go.

An application is attached to this instruction sheet. To begin the StormReady certification process, or to ask any questions, you are strongly encouraged to contact the Warning Coordination Meteorologist at your local NWS office.

For Western Pennsylvania go to weather.gov/pittsburgh

Note: for Erie and Crawford Counties only, go to weather.gov/cleveland

For Central Pennsylvania go to weather.gov/statecollege

For Southeastern Pennsylvania, go to weather.gov/philadelphia

For Northeast Pennsylvania, go to weather.gov/binghamton

On the home pages for the sites, click on the link in the lower left portion of the page below the "Contact Us" tag. Inform the office that your municipality would like to start the certification process for StormReady. You will be contacted by a NWS representative to start your municipality in the process, and work with you to complete the application.

APPLICATION:

On the following two pages is the actual Pennsylvania StormReady Municipal Application. Following the application are several more pages of detailed instructions to help guide you in filling out the application and becoming StormReady. *As mentioned above, it is strongly encouraged that you work with your local NWS office while going through the StormReady application.*



NATIONAL WEATHER SERVICE
PENNSYLVANIA



MUNICIPAL - StormReady APPLICATION

Applicant: _____ County: _____

Municipality/Community: _____ Population: _____

Contact (s): _____ Title(s): _____

Address: _____

Phone: _____ Email: _____

PROVIDE A COPY OF THIS APPLICATION TO YOUR COUNTY EMC

Criteria

Complete

SECTION 1 – COMMUNICATIONS		
1-1	Established 24-Hour Emergency Notification Plan (county or municipal)	
1-2	Established Operations Center with trained staff during emergencies (municipal)	
1-3	NOAA Weather Radio All Hazards in EOC, and all Schools (listed with PA Department of Education), Hospitals and Nursing Homes within the Municipality	
SECTION 2 – RECEPTION OF NWS INFORMATION		
2-1	Methods to receive NWS Watches / Warnings --- Check all that apply: [Indicate primary (P) or secondary (S)] ____ NOAA Radio (P/S) ____ Internet (P/S) ____ Pager (P/S) ____ Cell Phone (P/S) ____ Scanner (P/S) ____ TV/Cable (P/S) ____ Other (P/S): _____	
SECTION 3 – MONITORING OF LOCAL WEATHER CONDITION METHODS		
3-1	Check all that apply: [Must have trained spotter and at least one method to monitor local conditions] ____ Rain Gauge ____ Stream Gauge ____ Wind Gauge ____ Lightning Detection ____ Internet # ____ Trained Observers ____ Other: _____	
SECTION 4 – DISSEMINATION OF WARNINGS TO RESIDENTS		
4-1	Local Dissemination methods IN ADDITION TO any County methods already in place. [Check all that apply...minimum <u>one</u> additional method required] ____ Public Siren ____ Door-to-Door ____ Emergency Vehicle PA System ____ Reverse 911 ____ Other: _____	

SECTION 5 – COMMUNITY PREPAREDNESS

5-1	EMC and Alternate have attended NWS SKYWARN class within past two years	*
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SECTION 6 – ADMINISTRATIVE

6-1	Municipal "Emergency Operations Plan" is current (within two years)	*
6-2	Municipality is NIMS compliant (submitted Certification or Resolution to PEMA)	*
6-3	EMA Coordinator is Certified according to PEMA current directive	*
6-4	EMA Coordinator has completed on-line Hazardous Weather Course IS-271 or attended equivalent Hazardous Weather and Flood Preparedness Course.	*
6-5	EMA Coordinator has attended 75% of County EMA Quarterly training meetings	*
6-6	Municipality participated in PEMA Weather Exercise or experienced an actual documented event (within two years)	*
6-7	Municipality has informed County Emergency Management Director in writing of intent to become StormReady	*

**Attach Copies of Supporting Documentation*

Signature: _____ (Applicant) Date: _____ (Of Application)

Signature: _____ (NWS Approving Official) Date: _____ (StormReady Certified)

INSTRUCTIONS:

Section 1: COMMUNICATIONS

- 1-1...Established 24-hour emergency notification plan needs to be in place. This may be a separate municipal plan, or be part of a larger county plan.
- 1-2...Plans to set up an Operations Center at the municipal level need to be in place for emergencies.
- 1-3...NOAA Weather Radio All Hazards need to be in place with a minimum of:
 - One for the Emergency Operations Center
 - One for each School in the municipality listed with the PA Department of Education
 - One for every hospital and Nursing Home within the municipality
 - Additional radios for other facilities within the municipality may be required during the NWS/PEMA certification process.

Section 2: RECEPTION OF NWS INFORMATION

- 2-1...At least one Primary (P) and one Secondary (S) method needs to be in place to receive NWS Watches, Warnings and Messages at the municipal level.

Section 3: MONITORING OF LOCAL WEATHER CONDITIONS

- 3-1...As applicable, monitoring of critical weather elements should be available on site. Requirements will be made on a case-by-case basis depending on the physical location of the municipality.

Section 4: DISSEMINATION OF WARNINGS TO RESIDENTS

- 4-1...In addition to any County Warning dissemination methods, at least one additional local dissemination method is required.
 - Provide a checklist of actions taken when a weather emergency occurs

Section 5: COMMUNITY PREPAREDNESS

- 5-1...SKYWARN class attendance by Emergency Management Coordinator and Alternate is required. For documentation, provide a copy of the SKYWARN Training card which was issued after training. If that card is not available, contact your local NWS office to obtain written verification of attendance. You can also check with local NWS office for class dates, times and locations of future training.

Section 6: ADMINISTRATIVE

- 6-1...Municipal “Emergency Operations Plan” is current (within two years).
 - Municipal Emergency Operations Plan is considered current within two years of date signed by elected officials, updated since last actual occurrence (if needed) or majority of elected officials has changed. [NOTE: Documentation required for submission would be the Signature/Date page (Concurrence Page) from the Emergency Operations/Action Plan].
 - EOP should contain language to ensure a prompt notification process is in place to contact the National Weather Service when damaging/severe weather occurs in the municipality.
- 6-2...Municipality is NIMS compliant (submitted Certification or Resolution to PEMA).
 - Municipality has submitted resolution adopting NIMS to county or has entered required information in The National Incident Management System Capability Assessment Support Tool (NIMSCAST). All elected and/or appointed officials directly involved in emergency operations should successfully complete IS-700 NIMS: An Introduction, ICS-100 and ICS-200. Otherwise, at a minimum, local chief elected and appointed officials should complete IS-700. These on-line courses are available on the internet at: training.fema.gov/emiweb/IS/crslist.asp. All emergency responders regardless of their volunteer or career personnel status are required to complete the NIMS Implementation and Training Requirements as outlined in the FY2006 Implementation and Training Guidance released in Fall 2005. At a minimum, all personnel with a direct role in emergency preparedness, incident management or response must complete IS-700 NIMS: An Introduction. This is a Web-based awareness level course that explains NIMS components, concepts and principles.
- 6-3...EMA Coordinator is Certified according to PEMA current directive.

- 6-4...EMA Coordinator has completed *FEMA Independent Study Course IS271*, Hazardous Weather Course or equivalent Hazardous Weather and Flood Preparedness Course (HWFP).
 - Applicant should go to following website to complete IS271 <http://training.fema.gov/EMIWeb/IS/is271.asp>. Attendance of the HWFP Course conducted by the NWS may be substituted for the IS271 Course. If requesting a waiver for another course, a copy of the certificate and course description must be attached to the application. The Pennsylvania StormReady Board will then review the course for its equivalency. If approved, applicant will receive credit for the course.
- 6-5...EMA Coordinator has attended 75% of County EMA Quarterly training meetings.
 - The County conducts training for Municipal Coordinators on a quarterly basis and the county is required to maintain a training record on attendance for each person. Either a copy of the EMA Coordinator's training record or copy of attendance rosters must be attached to the application. If unable to obtain roster attendance from the County, EMA Quarterly training may be able to be verified by the appropriate PEMA Area Office.
- 6-6...Municipality participates in PEMA Weather Exercise or actual documented event (within two years).
 - There are two PEMA Weather Exercises conducted annually. The municipality must participate in the Annual Severe Weather Exercise, conducted in March of every year or the Winter Weather Exercise, by having its Emergency Operations Center staffed and actively involved in accordance with the municipal plan. The municipal EOC must interact with the county EOC during the exercise using a simulated event. Contact your County Emergency Management Agency or appropriate PEMA Area Office for more information.
 - An actual documented event would also be considered fulfillment of this requirement. A documented event would consist of an event that required either Full or Partial activation of the Municipal EOC, or caused the EAP/EOC of the Municipality to be invoked. (I.e. large public gathering, tornado, flood, HAZMAT incident, etc.) Include EOC sign-in roster, newspaper clippings, pictures, etc. as documentation.
- 6-7...Municipality has informed County Emergency Management Director in writing of intent to become StormReady
 - The municipal application to become StormReady will not be reviewed without a copy of this letter attached.